

Constitution of The Neuroscience Foundation UTSC

Article I: Name of Organization

- 1.1 The official name of the student-led organization will be The Neuroscience Foundation UTSC.
- 1.2 The Neuroscience Foundation UTSC may be referred to by the acronym “NF”.

Article II: Purpose

- 2.1 The purpose of the Neuroscience Foundation UTSC will be to research topics in neuroscience to create educational materials to make this information accessible and to promote access to neurological care for the underprivileged through fundraisers.
- 2.2 The Neuroscience Foundation UTSC will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by:
 1. Fostering a collaborative environment to allow students to learn about the components and composition of a journal article through the exploration of novel neuroscience and mental health research papers.
 2. Spreading awareness about various neurological conditions and mental health disorders through our educational materials, events and seminars, and podcasts.
 3. Allowing students to grow intellectually and personally through our various educational and humanitarian approaches.
 4. Connecting students through their shared passions and experiences in neuroscience and mental health.
- 2.3 The Neuroscience Foundation UTSC fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.
- 2.4 The Neuroscience Foundation UTSC operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

Article III: Membership

- 3.1 Membership in the Neuroscience Foundation UTSC is open to all students, staff, faculty and alumni of the University of Toronto.
- 3.2 The term of membership for the Neuroscience Foundation UTSC will be from September 1 – August 31 each year.
- 3.3 Each member shall be afforded the following rights through membership in the Neuroscience Foundation UTSC:
 - 3.3.1 The right to participate and vote in group elections and meetings;
 - 3.3.2 The right to communicate and to discuss and explore all ideas;
 - 3.3.3 The right to organize/engage in activities/events that are reasonable and lawful;
 - 3.3.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;

- 3.3.5 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
- 3.3.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;
- 3.4 Each member shall possess the following responsibilities relative to participation in the Neuroscience Foundation UTSC:
 - 3.4.1 Support the purpose of the organization;
 - 3.4.2 Uphold the values of the organization;
 - 3.4.3 Contribute constructively to the programs and activities offered by the organization;
 - 3.4.4 Attend general meetings;
 - 3.4.5 Abide by the constitution and subsequent official organizational documents;
 - 3.4.6 Respect the rights of peers and fellow members;
 - 3.4.7 Abide by University of Toronto policies, procedures, and guidelines;
 - 3.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.5 The Neuroscience Foundation UTSC values and respects the personal information of its members. The Neuroscience Foundation UTSC secures its member's information at all times and will not supply names or other confidential information to third-parties.
- 3.6 The Neuroscience Foundation UTSC will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.
- 3.7 The process for becoming is member of The Neuroscience Foundation is as follows:
 - 3.7.1 Fill in the general members form provided by the Neuroscience Foundation UTSC.

Article IV: Executive

- 4.1 The executives of the organization shall include 21 members, including the Co-Presidents, the Vice-President of Research, the Directors of Research, the Podcast Director, the Vice President of Marketing, the Graphic Designers, the Social Media Director, the Director of Outreach, the Vice-President of Events, the Clinic Coordinator, the Project Coordinators, the Vice President of Administration, the Administration Officer, the Vice President of Financial Affairs, the Fundraising Coordinator, and the Finance Director.
- 4.2 The broad responsibilities of each executive position are as follows:
 - 4.2.1 The Co-Presidents (2) are the official spokespersons of the organization and provide direction for all components of the organization in a manner consistent with the organization's constitution and policies.
 - 4.2.2 Vice-President of Research (1) acts as an advocate and resource for the academic issues of members, ensuring accessible, high-quality education.
 - 4.2.2.1 Directors of Research (2) are responsible for organizing journal clubs and coordinating with the podcast director to research relevant topics for the podcast.
 - 4.2.2.2 Podcast Director (1) is responsible for the development and editing of a monthly podcast.

- 4.2.3 Vice-President of Marketing (1) acts as a liaison between the organization and other student clubs, societies, organizations, and groups on and off-campus, and is responsible for overseeing the development of all marketing materials.
 - 4.2.3.1 Graphic Designers (2) are responsible for all posters and other marketing materials
 - 4.2.3.2 Social Media Director (1) shall be in charge of maintaining and updating social media sites used by the club, including but not limited to Instagram and LinkedIn. Shall also be in charge of aiding in the promotion of events/projects
 - 4.2.3.3 Director of Outreach (1) shall be in charge of creating newsletters and outreaching initiatives by the Neuroscience Foundation UTSC.
- 4.2.4 Vice-President of Events (1) oversees events organized by the group for the benefit of members and the campus community.
 - 4.2.4.1 Clinic Coordinator (1) is responsible for acting as a liaison between the clinic the Neuroscience Foundation UTSC is fundraising for, and collaborating with the finance team to hold fundraising events..
 - 4.2.4.2 Project Coordinators (3) are responsible for organizing engaging monthly events regarding neuroscience and mental health topics, and co-operating with the finance team to hold fundraising events.
- 4.2.5 Vice-President of Administration (1) is responsible for creating meeting minutes, maintaining a list of members, and booking rooms for meetings and events and other projects as needed.
 - 4.2.5.1 Administration Officer (1) shall aid the VP Administration with their needs and also update the calendar with initiatives by NF.
- 4.2.5 Vice-President of Financial Affairs (1) oversees the organization's finances and is charge of developing and enhancing the delivery of member services.
 - Fundraising Coordinator (1) is responsible for developing fundraising events for the clinic by collaborating with the events team.
 - Finance Director (1) is responsible for aiding in the financial management of the organization's finances.
- 4.3 Students of the University of Toronto may hold executive positions.
- 4.4 The executive positions collectively will form a committee that acts as the primary steward of the organization.
- 4.5 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.
- 4.6 This committee cannot make amendments to the constitution without the approval of the Executives.
- 4.7 The term of each executive will last from May 1 following their election to April 30 of the following year.
- 4.8 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the Co-Presidents. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the Co-Presidents, and no ratification by the organization shall be required to make the resignation official.

- 4.9 Any vacancy of executives shall be filled by the Co-Presidents or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.
- 4.10 If either of the Co-Presidents resign, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.
- 4.11 Any vacancy of either of the Co-Presidents shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

Article V: Removal of Members and Executives

- 5.1 The process for removing a member or executive may be initiated when two-thirds of the executive committee investigates a complaint determines that:
- 5.1.1 A member or executive has engaged in unlawful actions or activities;
 - 5.1.2 A member or executive has violated the constitution;
 - 5.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
 - 5.1.4 A member or executive has violated the rights of a fellow member;
 - 5.1.5 A member or executive has not fulfilled their organizational responsibilities;
 - 5.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
- 5.2 The process for removing a member or executive may also be initiated when:
- 5.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.
 - 5.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.
- 5.3 The removal of members and executives will be facilitated by a *three tier* procedure which operates as follows:
- 5.3.1 First Tier:
 - The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.
 - 5.3.2 Second Tier:
 - Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.
 - The Vice President of Administration, or in special instances, the Co-Presidents will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.

- The Vice President of Administration, or in special instances, the Co-Presidents must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.
- The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Vice President of Administration, or in special instances, the Co-Presidents, written response to demonstrate progress or correction of behavior.

5.3.3 Third tier:

- Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.
- The removal vote must take place at a valid Executive meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.
- The removal of an executive or member requires a 2/3 majority vote of all of the executives present at a valid general meeting. The executive or member facing removal is entitled to vote on the motion.

Article VI: Finances

- 6.1 The funds of the organization shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting.
- 6.2 Notwithstanding section 6.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$100.00 without the approval of the general members at a valid general meeting.
- 6.3 All Budgets shall be prepared by the Vice-President of Finance in accordance with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.
- 6.4 The Vice-President of Finance shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.
- 6.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 6.6 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.
- 6.7 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.
- 6.8 The Co-Presidents, the Vice-President of Finance, and only in special circumstances the Finance Director shall be the sole signing authorities of banking instruments for the organization.

- 6.9 The Neuroscience Foundation UTSC will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 6.10 The Neuroscience Foundation UTSC will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article VII: General Meetings

- 7.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.
- 7.2 General meetings will be facilitated by a Chairperson selected by the general membership from the executive committee. The Chairperson shall be responsible for:
 - 7.2.1 Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
 - 7.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 7.2.3 Moderating the discussion at meetings according to the agenda;
 - 7.2.4 Suspending members from participating in meetings for constitutional or procedural violations.
- 7.3 The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.
- 7.4 There shall be a minimum of one (1) general meeting held each semester, or as needed. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two (2) calendar days prior to the meeting.
- 7.5 General meetings may be called to order by the Co-Presidents, through a petition by a petition signed by three (3) executive members.
- 7.6 General meetings are open to registered members of the organization only.
- 7.7 All executives are expected to make brief progress reports on their activities at every general meeting.
- 7.8 Minutes of all general meetings must be recorded and maintained for reference purposes.
- 7.9 Members must contact the Chairperson a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.
- 7.10 Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie.
- 7.11 Any question at a valid general meeting shall be decided by a show of hands.
- 7.12 Whenever a vote by show of hands occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 7.13 In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.

- 7.14 The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

Article VIII: Executive Meetings

- 8.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
- 8.2 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:
- 8.2.1 Formulating and distributing an agenda for each meeting;
 - 8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
 - 8.2.3 Moderating the discussion at meetings according to the agenda;
- 8.3 There shall be a minimum of one (1) executive meeting held every two (2) weeks during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.
- 8.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 8.5 Executive meetings may be called to order by the Co-Presidents or through a petition signed by three (3) executive members.
- 8.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.
- 8.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.
- 8.8 Executives must notify the Co-Presidents a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The Co-Presidents will then add the discussion item to the agenda.
- 8.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
- 8.10 Any question at an Executive Meeting shall be decided by a show of hands.
- 8.11 Whenever a vote by show of hands occurs, a declaration by the Co-Presidents that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 8.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
- 8.13 The Co-Presidents may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article IX: Emergency Meetings

- 9.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

- 9.2 These meetings must abide the respective rules outlined in sections VII and VIII depending on the nature of the meeting.
- 9.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.
- 9.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) executive members.

Article X: Hiring of New Team

- 10.1 Executive hiring for all Vice-President and Co-President positions will be held prior to April 30 each year after the founding year of the club (2022). Previous Vice-Presidents and Co-Presidents shall be responsible for the hiring process.
- 10.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.
- 10.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in and hold executive positions.
- 10.4 All screening of candidates will be conducted by a committee comprised of the Vice-Presidents and Co-Presidents from the previous year who will assess each candidate's qualifications against pre-established criteria for holding the positions.
- 10.5 Notification of the acceptance of applications for executive positions will be sent via email.
- 10.6 Qualifying candidates for the executive positions will be permitted to attend an interview to discuss their role and their qualifications further.
- 10.7 Candidates will be selected through a voting process involving the Vice-Presidents and Co-Presidents, in which the candidate with the majority vote shall be hired for that academic year.
- 10.8 Directors shall be hired through the new executive team and will be held prior to August 31.
- 10.9 Candidates for director positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.
- 10.10 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in and hold director positions.
- 10.11 Notification of the acceptance of applications for director positions will be sent via email.
- 10.12 Qualifying candidates for the director positions will be permitted to attend an interview to discuss their role and their qualifications further.

- 10.13 Candidates will be selected through a voting process involving the appropriate Vice-President and Co-Presidents, in which the candidate with the majority vote shall be hired for that academic year.

Article XI: Amendments

- 11.1 The organization may make, amend or repeal the constitution or certain sections therein.
- 11.2 Notice of a meeting called to consider such a resolution shall be given as follows:
- 11.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;
- 11.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.
- 11.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting.
- 11.4 The executive membership must have the final say on amendments to the constitution.

Article XII: Transition

- 12.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
- 12.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio.

Article XIII: Emergency Powers

- 13.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
- 13.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
- 13.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.
- 13.4 Executive members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire executive membership.

Article XIV: Food Handling on Campus

- 14.1 The Neuroscience Foundation UTSC will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article XV: Precedence of University Policies

- 15.1 The Neuroscience Foundation UTSC will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of the Neuroscience Foundation UTSC, the University's policies, procedures, and guidelines will take precedent.

Article XVI: Legal Liability

- 16.1 The University of Toronto Scarborough does not endorse the Neuroscience Foundation UTSC's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article XVII: Banking

- 17.1 The Neuroscience Foundation UTSC agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Office of Student Experience and Wellbeing at University of Toronto Scarborough, should the university request it

Appendix A: General Meeting Rules of Order

I. Call to Order

1. The meeting must be open to all applicable executive members. Executive members must receive notice of the meeting in accordance with, the constitution.

II. Review of the Agenda

1. The first draft of the agenda is prepared by the Co-Presidents prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. The agenda belongs to all general members. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, executive members may add or delete items from the agenda and may change the order of presentation.
4. When possible, changes to the agenda should be done with the acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

III. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the executive membership.
2. The minutes are prepared by either the Vice President of Administration or some other individual appointed by the Vice President of Administration to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.
3. Minutes should state precisely each motion considered by the executive membership, and identify the executive members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.
4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all executive members. Formal voting on the minutes is only necessary where it appears to the Co-Presidents that there is a disagreement.

IV. Executive Reports

1. Executives may report their findings or recommendations to the executive membership at this point of the agenda.
2. The full report should be presented and then executive members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
3. This time should also be used for any presentations to be made to the executive membership.

V. Open Forum

1. It is the custom and practice of most organizations to allow executive members an open forum to ask questions and speak about their concerns to other executives after a report has been provided.
2. Strict time limitations should be imposed by the Co-Presidents and these limitations must be enforced. Each executive member should address the Chairperson regarding an issue and must speak courteously and to the point.

VI. Old and New Business

1. The executive membership may vote to postpone consideration of any old business or it may remove any item from consideration.
2. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
3. All business must be conducted in the form of motions or resolutions adopted by a vote of the executive membership.

VII. Motions and Deliberations

1. When an item of business is to be discussed, the Co-Presidents announce the item to be discussed and open the floor to discussion.
2. No executive member may speak until recognized by the Co-Presidents. No executive member may interrupt the speaker who has the floor.
3. The Co-Presidents may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the executive members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the executive membership, time limits may be extended.
4. The Co-Presidents is to recognize each executive member in turn. Discussion shall be limited to the item of business at hand, and the Co-Presidents shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
5. No executive member may speak to an issue for a second time until all other executive members have had the opportunity to speak to it for the first time. Likewise, no executive member may speak to an issue for a third

time until all other executive members have had the opportunity to speak to it for a second time.

6. When it appears to the Co-Presidents that all executive members have had the opportunity to fully discuss the matter at hand, the Co-Presidents should announce that the item of business is ready for a vote.

VIII. **Voting**

1. There are 3 basic motions for each item of business:
 - A motion to adopt a specific action by the board.
 - A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
 - A motion to remove an item from consideration
2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.
3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Co-Presidents will call each motion presented to a vote.
4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.